



November 6, 2017

The Municipal Utility Board met in a Regular Session at 7:00 o'clock p.m. on Monday, November 6, 2017, with Chairman Harris presiding. The agenda was posted in the outside Pryor City Hall Bulletin Case at 12 North Rowe Street. Members present were: Mr. Garry Harris, Ms. Lorri Mitchell, Dr. Ken Rains and Mr. Mark Roberts. Absent: Dr. Art Sixkiller.

A motion was made by Ms. Mitchell and seconded by Mr. Roberts to approve the minutes of the Regular Meeting held October 16, 2017. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Mitchell, and Harris Abstain – Dr. Ken Rains

A motion was made by Ms. Mitchell and seconded by Dr. Rains to approve Claims #402 - #471 totaling \$800,475.40 for payment. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Roberts, Rains and Harris Nay – none

The Board recognized several guest in attendance who included Mr. Steve Powell, PE of Infrastructure Solutions Group, Jeff Kolker, CPA of Kolker & Kolker, Violet F. Kirkendall, CPA, PC of Hood & Associates, Travis Willis, Electric Foreman and Ryan Stout, G.I.S. Coordinator.

Ms. Kirkendall presented the Annual Audit for Fiscal Year Ending 30 June 2017 for the Municipal Utility Department (A Department of the City of Pryor Creek, Oklahoma). She reviewed her findings with the Board and her report concluded there were no prior or current year findings.

A motion was made by Dr. Rains and seconded by Ms. Mitchell to approve the Annual Audit for Fiscal Year Ending 30 June 2017 for the Municipal Utility Department (A Department of the City of Pryor Creek, Oklahoma). MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Rains, Mitchell and Harris Nay – none

Mr. Steve Powell reported on the Wastewater Treatment Plant Sludge Lagoon Project. There was no bid opening on November 2, 2017 it was discovered that there would be a need to extend the bid out to November 17 due to testing results and the need for changes to specifications. Mr. Powell also stated there will be a pre-bid conference for this project.

Mr. Pruettt discussed the meeting dates for Calendar Year 2018 and called attention to the addition of President's Day to the Holiday Calendar.

A motion was made by Mr. Roberts and seconded by Ms. Mitchell to approve the meeting dates for Calendar Year 2018. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Mitchell, Rains and Harris Nay – none

Mr. Pruett reported the recent 2017 MESO Lineworkers Rodeo, hosted by GRDA with the assistance of Pryor Municipal Utility Board, was well organized and attended. He stated it was the largest rodeo with the most participants, when compared to others of its kind. Hayden Powell of the Electric Crew competed in the speed climb as an intern. He did exceptionally well with a time of just over a minute. Mr. Pruett further reported there was a mutual aid team competition which consisted of team members from different cities. They were given a task to organize and perform together in the competition. Mr. Pruett was positive the Rodeo was an educational opportunity for the staff and he plans to enter our electric crew next year when it takes place in Stillwater, Oklahoma.

Mr. Crisp was not present to give the Assistant General Manager's Report. Mr. Pruett reported that MUB is currently evaluating phone proposals due to the City of Pryor Creek planning to terminate the current AT&T contract. He stated that the cost will increase and he will make sure he exhausts every option before proceeding.

Ms. Teri Hill was not present to give the Office Manger's Report. The Board recognized Mrs. Hannah Moore who had no report.

A written Department Foreman's Report was presented with no additional comments.

Mr. Pruett discussed Bid #906 and commented on items 52 and 53 regarding 30' CL4 & 40' CL2 Wood Poles. He stated that he should have changed the specifications before it went out for bid. Both line items would not be full loads therefore, they may not be cost effective. He told the Board he would take the blame for the mistake and from now forward he would bid full loads.

A motion was made by Mr. Roberts and seconded by Ms. Mitchell to approve the Best Low Combination Bid #906 in the amount of \$37,190.37. MOTION CARRIED. Votes cast as follows: Ayes – Mitchell, Roberts, Rains and Harris Nay – none

There was no unfinished or new business discussed.

The Board recognized Mr. Ben Sherrer who reported Mr. Jerry Douglas's deposition has been completed for case number CV-2016-81 filed in the District Court of Mayes County. Mr. Fred Sordahl and Mr. Kim Ellis Ritchie will now proceed as necessary.

A motion was made by Ms. Mitchell and seconded by Mr. Roberts to adjourn at 7:37 o'clock p.m. MOTION CARRIED. Votes cast as follows: Ayes – Roberts, Rains, Mitchell, and Harris Nay – none


Chairman


Secretary

THE FOLLOWING CLAIMS ARE PRESENTED TO THE MUB FOR EXAMINATION
AND APPROVAL; SUBJECT TO TAXES, CREDITS, ETC.:

CL#	NAME	PO#/DESCRIPTION	AMOUNT
472	Payroll	A1117285; Payroll ending 15 November 2017	62,438.34
473	RCB-Pryor	FICA-\$11,124.02 Med-\$2,601.56 Federal \$8,165.13	21,890.71
474	Oklahoma Tax Commission	SWH; Payroll ending 15 November 2017	2,790.00
475	Red Crown Credit Union	Payroll Deduction Ending 15 November 2017	3,225.00
476	Oklahoma Centralized Support Registry	Payroll Deduction Ending 15 November 2017	556.51
477	Principal Financial Group	457 Retirement Savings Deduction for November 2017	9,734.01
478	Principal Financial Group	457 Loan Re-Payment for November 2017	537.84
479	Principal Financial Group	Regular Retirement for November 2017	19,773.71
480	AFLAC	Payroll Deduction for November 2017	1,273.92
481	Accurate Environmental, LLC	A1117283; Water Samples	112.50
482	Action Awards & Screen Printing	201710466; Embroidery for FR Hoodies and Coats	160.00
483	Anixter Inc.	20175192; CCP, Bid #902 Electric Material	16,336.00
484	Constellation Newenergy-Gas Div., LLC	Purchased Gas for October 2017	39,682.80
485	CBI Wholesale Electric, LLC	201711479; Material & Supplies	470.38
486	CINTAS Corporation 063	201711488; Uniform Rental for October 2017	1,590.88
487	CINTAS Corporation First Aid & Safety	201711473; First Aid Kit Supplies	185.00
488	C & R Oil Co., Inc.	201711474; Fuel	1,855.51
489	C & R Oil Co., Inc.	201711492; WWTP & Lift Station Fuel	983.26
490	C & R Oil Co., Inc.	201711499; Fuel	2,364.40
491	Office Everything of Pryor	A1117284; Warehouse Supplies and Shipping Fee	279.43
492	Enviro-Tec America	201711497; SIR Reports for October 2017	75.00
493	Green Country Testing Inc.	201711489; Testing	2,975.00
494	Hanna Instruments United States Inc.	201711472; Ammonia Reagent Kits	196.00
495	Airgas USA, LLC	201711491; Nitrogen & Oxygen	48.19
496	Kriz-Davis Company	201710462; FR Fleece Sweatshirts	233.39
497	Lakeland Office Supply	A1117288; Total of 34,957 Office Copies	542.95
498	Melton's A/C & Appliance	201711498; Warehouse Maintenance, Office Heater	235.00
499	Mehlburger Brawley	A1117277; Engineer Fees for October 2017	470.00
500	OMUSA/MESO	A1117279; MESO & MGSO Annual Dues & JT&S Qtr. Dues	7,203.75
501	Northern Safety & Industrial	201710428; Multi-Gas Detector Space Kit & Gas	1,706.05
502	OfficeSupply.com	201711475; Warehouse Supplies	264.21
503	Oklahoma One Call System Inc.	A1117274; Annual Membership Dues & Ticket Fees	472.20
504	O'Reilly Auto Parts	201711480; Small Tools and Vehicle Maintenance	45.24
505	Pryor Automotive Supply	201711477; Vehicle and Equipment Maintenance Supplies	447.98
506	Pryor Waste Recycling, LLC	Refuse Billing for October 2017	86,939.36
507	Pryor Lumber Co., Inc.	201711490; Material & Supplies	284.63
508	R. W. Vaught Technical Services	A1117275; WWTP/9th Street SCADA Testing	1,350.00
509	R. W. Vaught Technical Services	A1117276; Cone Valve 1	3,956.00
510	R. W. Vaught Technical Services	A1117287; 9th Street and Elliott Street Water Towers	3,839.00
511	Mayes County RWD #4	WWTP Water Service, October 2017	17.06
512	Sadler Paper Company	A1117282; Cleaning and Maintenance Supplies	163.16
513	Tractor Supply Credit Plan	201711481; Material & Supplies	225.80
514	Core & Main LP	201710436; Material & Supplies	641.92
515	White Star Machinery	201711469; Chop Saw Parts	32.44
516	Fred H. Sordahl Inc., PC	A1117273; Attorney Fees for October 2017	1,125.00
517	City of Pryor Creek	Occupational Fee for October 2017	2,831.08
518	City of Pryor Creek	AT&T Telephone Service for October 2017	322.23
519	City of Pryor Creek	Workman's Comp & Fees for September 2017	5,847.69
520	City of Pryor Creek	A0817196; Allocation to City of Pryor Creek, Payment #4	62,500.00
521	Municipal Utility Board	Refuse Billing Fee for October 2017	5,662.16
522	WA-RO-MA d/b/a/ C.A.R.D.	Share the Comfort, October 2017	178.79
523	S Bar D. Inc.	A1117280; On-site Flu Shots for 26 Employees	684.50
524	S Bar D. Inc.	A1117281; Pre-employment Screening, T. Ables	80.00
525	Hood & Associates, CPAs, P.C.	A1117278; Audit Fee for Fiscal Year Ending 30 June 2017	4,250.00
526	VISA Control Account	A1117272; Vehicle Maintenance and Locking Cash Covers	354.49
527	Tulsa Motor Acceptance, LLC	A0817209; Final Payment on Garnishment, J. Richford	75.03
528	Cox, James E.	A1117286; Reimbursement for Safety Glasses & Eye Exam	136.00
529	Oklahoma Natural Gas Company	Transportation Fee for October 2017	6,040.98
		TOTAL	<u>388,692.48</u>

11-16-2017 9:49 AM

PAYROLL CHECK REGISTER

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PAYROLL NO: 1 PRYOR CREEK - M.U.B.

PAYROLL DATE: 11/17/2017

*** REGISTER TOTALS ***

REGULAR CHECKS:	15	19,539.23
DIRECT DEPOSIT REGULAR CHECKS:	35	42,899.11
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		

TOTAL CHECKS:	50	62,438.34

*** NO ERRORS FOUND ***

** END OF REPORT **

PAYROLL STATEMENT MUNICIPAL UTILITY BOARD CITY OF PRYOR
DATE: FROM 11-2-17 TO 11-15-17

I CERTIFY THAT ALL OF THE ABOVE NAMED INDIVIDUALS ARE EMPLOYEES OF THE MUNICIPAL UTILITY BOARD, AND AS SUCH ARE UNDER MY DIRECT SUPERVISION AND REPORT DIRECTLY TO ME. THAT THEY HAVE BEEN PROPERLY HIRED AND THE RATE OF PAY APPROVED BY THE MUNICIPAL UTILITY BOARD, AND THAT THEIR RECORD OF EMPLOYMENT IS MAINTAINED BY THE ADMINISTRATIVE MANAGER OF, THE MUNICIPAL UTILITY BOARD IN THEIR PERSONNEL FILES. I ALSO CERTIFY THAT THE ABOVE HOURS WORKED FOR THE DAYS INDICATED FOR EACH OF THE ABOVE LISTED INDIVIDUALS ARE CORRECT.

SIGNED: Jeri M. Hice for Gary Pruett
GENERAL MANAGER

APPROVED: Garry Harris by Jim
CHAIRMAN

PO # A1117 - 285

Claim # 472